

Section 2.43

Paying for Purchases

The payment of invoices for purchases is processed through the [Uniform Statewide Accounting System \(USAS\)](#).

Transactions (vouchers) for payments must be handled in accordance with the Comptroller of Public Accounts' [eXpendit State Purchase Policies](#); the [USAS Policies and Procedures Guide](#) and the [USAS User's Manual](#).

For assistance with USAS, the [Purchase and Travel Directory](#) provides the primary and backup contact for each state agency.

TPASS Requirements:

In addition to the fiscal data for payments processed through USAS, the following elements are required on the purchase requisition or purchase order for payment processing and Procurement Review audit:

- NIGP Commodity Class and Item Number;
- Order/Estimated Delivery Date or Term of Contract;
- Authorized Purchasing Representative Signature.

FUNDING: The following statement is required on the purchase order if a purchase or service transcends a biennium: "**This contract is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature.**"

Contractor Invoices

To receive payment, contractors must submit an invoice which should include, but is not limited to:

- contractor's mailing and email (if applicable) address;
- contractor's telephone number;
- name and telephone number of a person designated by the contractor to answer questions regarding the invoice;
- state agency requisition, purchase order or contract number;
- state agency's name, agency number, and delivery address;
- valid Texas identification number (TIN) issued by the Comptroller of Public Accounts;
- description of the goods or services, in sufficient detail to identify the order relating to the invoice;
- quantities and unit of measures corresponding with the referenced order

Legal Authority: 34 Texas Administrative Code §5.210